

Athens, 04/03/2020

**Global Water Partnership – Mediterranean (GWP – Med)**  
**Legally and lawfully represented by the non-profit society**  
**MEDITERRANEAN INFORMATION OFFICE FOR ENVIRONMENT, CULTURE AND SUSTAINABLE DEVELOPMENT**  
**– MIO ECSDE**

**ANNOUNCES THE PRESENT CALL FOR OFFERS**

**For the**

**Filming & Production of Videos for Events delivered by GWP-Med**  
**in the framework of the Project “Making Water Happen in the Mediterranean**  
**(aka the Water Matchmaker)” supported by SIDA.**

**SUBMISSION OF OFFERS BY: 17.00pm (Athens time), 13 March 2020.**

**MAX AVAILABLE BUDGET: 23.000 EURO including VAT.**

The amount includes all other costs, income taxes, the 20% Greek tax when non-double taxation is applicable and any other amount payable or cost that may be required for the completion of the work/service apart from travel costs.

### **Description of Service**

GWP-Med is announcing the present Call for Offers for Filming & Production of Videos for Events delivered by GWP-Med in the framework of the Project “Making Water Happen in the Mediterranean (aka the Water Matchmaker)” supported by SIDA.

### **Procurement**

The procurement will proceed having regard to:

- ✓ General principles of EU law on procurements.
- ✓ Internal Rules and Regulations of MIO-ECSDE/GWP-MED.
- ✓ The present CALL FOR OFFERS.

## Eligibility Conditions

Participation in the present call for offers is open, on equal terms, to any natural or legal person or entity who meets the legal conditions as well as the qualifications and experience required by this Call.

### Requirements (ON/OFF)

- The successful Tenderer must have at least 3 corporate/non-profit video projects in its portfolio
- The successful Tenderer must have Minimum 5 years of filming and editing experience
- The successful Tenderer must be fluent in English, to facilitate the filming and editing process
- The successful Tenderer will need to spend time in Athens (max 5 days), with the necessary equipment, during the planning and editing process in order to collaborate closely with GWP-Med. Transportation, accommodation and subsistence costs for the stay in Athens **are not** covered by GWP-Med and should be included in the offer . The editing required time will be defined by GWP MED depending on editing process.

### Qualification and Experience

- 1) The successful Tenderer must have Minimum 1 completed video project in a country other than tenderer's base country.
- 2) The successful Tenderer must have Minimum 1 video project of filming and producing high quality videos, including drone footage.
- 3) Number of team members dedicated to the project to be at least 3.
- 4) Type of technological equipment (minimum quality of video record and production at least Full HD).
- 5) Quality of Portfolio (artistic approach and design) assessment.

**Failure to provide any of the above is considered a ground for disqualification**

## Evaluation

### Evaluation Criteria

Criteria - min. 100 points, max 150 points per Criterion

- 1) The successful Tenderer must have Minimum 1 completed video project in a country other than tenderer's base country.
- 2) The successful Tenderer must have Minimum 1 video project of filming and producing high quality videos, including drone footage.
- 3) Number of team members dedicated to the project to be at least 3.
- 4) Type of technological equipment (minimum quality of video record and production to be at least Full HD).
- 5) Quality of Portfolio (artistic approach and design) assessment.

## Award Criterion - Evaluation of offers

Name of Firm / Participant:			
(i) Criterion	(ii) Weighting (w)	(iii) Points of criterion (c), 100p Base +10p for extra criteria over base up to 50 additional points	(iv) Score  = (ii) x (iii)
1) The successful Tenderer must have Minimum 1 completed video project in a country other than tenderer's base country.	20%		
2) The successful Tenderer must have Minimum 1 video project of filming and producing high quality videos, including drone footage.	20%		
3) Number of team members dedicated to the project to be at least 3.	15%		
4) Type of technological equipment (minimum quality of video record and production to be at least Full HD).	15%		
5) Quality of Portfolio (artistic approach and design) assessment. (Overall impression/Impact, Inspirational Power, Visual appeal, Storytelling quality).	30%		
<b>UTO</b>	100%		

### Award criterion

The Award criterion is the most economically advantageous offer on the basis of best price / quality ratio. Offers shall be evaluated as follows:

In case of equality of overall scores, the retained offer is the one whose corresponding technical Offer received the highest rating.

### Evaluation of Technical Offers

Each evaluation criterion is evaluated autonomously, according to the respective technical offer submitted. The relative scoring of each evaluation criteria is the outcome of its scoring multiplied by its weighting. The overall score of the technical offer is the sum of the relative scoring of all the evaluation criteria.

The overall score of the technical offer is calculated on the basis of the following formula:

$$UTO = w(i) \times c(i) + w(ii) \times c(ii) + \dots$$

**where  $w(i) + w(ii) + \dots = 100$**

For the overall score which will determine the ranking of offers, technical evaluation will be weighted with 70%.

#### **Evaluation of the Financial Offer**

Each financial offer is evaluated on the basis of the following formula:

**$UFO = 100 \times \text{max amount} / \text{financial offer}$**

For the overall score which will determine the ranking of offers, financial evaluation will be weighted with 30%.

Offers which have been rejected as inadmissible or as not meeting the minimum requirements shall not be evaluated.

#### **Identification of the most economically advantageous offer on the basis of best price / quality ratio**

The final listing of the most economically advantageous offers will be made on the basis of the following formula:

**$U = UTO \times 70\% + UFO \times 30\%$**

Where U is the total scoring of each offer. The most economically advantageous offer is the one with the greater value of U.

#### **Duration of the Contract**

The overall duration of the contract will be maximum 6 months.

#### **Contract Price, Deliverables and Schedule of Payment**

The amount includes all other costs, income taxes, the 20% Greek tax when non-double taxation is applicable and any other amount payable or cost that may be required for the completion of the work/service apart from travel costs.

All transportation, accommodation and subsistence costs for the filming trips will be covered by GWP-Med directly and should not be included in the offer.

All payments except the advance payment shall be upon reception and acceptance/verification of the deliverables, as laid out in the table below.

Task	Deliverables	Deadline	Payment
Advance Payment			30%
<b>Filming and Photo coverage of 4 events</b>	<ul style="list-style-type: none"> <li>• 4 Videos x 2minutes of film, covering each of the 4 events</li> <li>• Photo portfolio of the 4 events</li> </ul>	02/07/2020	40%
<b>The Sida Matchmaker Project Video</b>	video 1 x 6 minutes film	24/07/2020	30%

### Termination / cancelation / repetition / reformulation of the procurement procedure

Termination of a procurement procedure, partial cancellation and repetition of a procedure, reformulation of procedure results.

1. GWP-Med/MIO-ECSDE may, by a reasoned decision, and after the opinion of the competent body, cancel the procurement procedure by annulling the respective Call, either due to failure to submit a tender or the rejection of all tenders or the exclusion of all bidders in accordance with the terms and conditions of the Call.

2. Cancellation of the procurement procedure may take place by a reasoned decision of the GWP-Med/MIO-ECSDE, in the following cases:

- i. due to the irregularity of the procurement procedure
- ii. if the financial and technical parameters related to the award process have changed substantially and the execution of the contractual object is no longer of interest to GWP-Med/MIO-ECSDE
- iii. if due to force majeure, the contract cannot be properly executed
- iv. if the tender selected is deemed not economically advantageous
- v. in case of expiry of the bids
- vi. in case the needs of GWP-Med/MIO-ECSDE and / or of the beneficiary (-ies) of the project have changed
- vii. in case the circumstances have changed resulting in the inability to deliver the contract / project (eg local community reactions, inability to fund, etc.).

3. If errors or omissions are found at any stage of the award procedure, the GWP-Med/MIO-ECSDE may, after the opinion of the competent body, either cancel the proceedings partially or reshape the outcome accordingly or decide to repeat the procedure from the point where the error occurred. or omission.

4. GWP-Med/MIO-ECSDE also reserves the right, after the opinion of the competent body, to decide, in addition to the cancellation of the procurement procedure or the annulment of the Call, the repetition of any phase of the concluding procedure, as well, with or without modifying its terms or recourse to the negotiation process, provided it is in conformity with the Internal Rules and Regulations of GWP-MED /MIO-ECSDE.

5. Under no circumstances shall GWP-MED /MIO-ECSDE be obliged to pay to Bidders / Participants any compensation for expenses or other positive or consequential damages that may have been incurred by their participation in the proceedings.

## Offer Submission

- Interested Parties should submit an offer including the following **(by email)**:
  - **CV(s) of team of experts**
  - **Portfolio of work**, demonstrating how they meet the ‘Qualifications and Experience’ no later than **17.00pm (Athens time), 13 March 2020** to Alexandros Kandarakis, GWP-Med Head of Communications at [alexandros.kandarakis@gwpmed.org](mailto:alexandros.kandarakis@gwpmed.org).
  - **Financial offer** in a separate sealed envelope **(By post)** with the indication “**Financial Offer for Filming and Production of Videos for events under the SIDA Matchmaker Project**”, on their own responsibility, either in person or through a specially authorized representative, or by sending it by registered prepaid post with delivery receipt, at the premises of GWP-Med/MIO-ECSDE Address: 12 Kyrristou str, 10556 Athens, Greece (Tel: +30-2103247267, - 3247490) on the condition that offers shall reach GWP-Med/MIO-ECSDE’s premises by the indicated submission deadline – **17.00pm (Athens time), 13 March 2020**.

## Deadline for submission of offers

The **deadline** for submission of offers is **17.00pm (Athens time), 13 March 2020**.

The successful candidate will be informed within 10 working days following the submission deadline.

The Chairman of GWP-Med/MIO-ECSDE

Prof. Michael J. Scoullos